1 Purpose and application

(1) The Sydney Dental School programs involve intensive instruction and students who accept a place in the program do so with this knowledge.

(2) Satisfactory attendance is a requirement for progression.

(3) These provisions apply to all students enrolled in Sydney Dental School programs.

2 Definitions

SDS means the Sydney Dental School

progression requirements has the same meaning in the Coursework Policy 2014 which at the date of these provisions is:

means the requirements for academic progression set out in the faculty resolutions, award course resolutions and this policy.

required learning activity means:

• tutorials, workshops and seminars;
• practical classes, including labs, clinical and simulation activities;
• assessments; and
• when required, guest lectures or speakers.

3 Principles

(1) Students must attend and engage with course content in all clinical, laboratory and simulated clinical settings to develop clinical and professional skills and behaviour.

(2) Students must satisfy all attendance requirements to meet the progression requirements. Student’s must:

(a) attend all required learning activities that are core interactive sessions. Students cannot achieve satisfactory attendance by reviewing a recording;

(b) be present for the specific class at the scheduled time;

(c) arrive on time and stay until the completion of the session;
(d) attend all sessions where guest speakers are invited to present; and
(e) meet their learning and progression goals.

Note: See part 15 of the *Coursework Policy 2014*

(3) The Director of the SDS will certify that students have met all the requirements of the program.

(4) The SDS will support students who are unable to meet the satisfactory attendance requirements. Such students may be:
(a) at risk of academic failure; or
(b) suffering with health or personal issues.

Note: See subclause 4(3) for information about special consideration or special arrangements.

(5) Students who are absent are still required to meet all academic requirements of the course.

4 Attendance requirements

(1) Students must attend at least 90% of all required learning activities.
   (a) The 90% attendance requirement applies to all students, whether absences are planned or unplanned.

(2) Students who are absent from more than 10% of the required learning activities of any unit of study:
   (a) will fail to make satisfactory progress; and

   Note: See part 15 of the *Coursework Policy 2014*.
   (b) will be awarded a fail grade for the unit of study.

   Note: See *Faculty of Medicine and Health - Sydney Dental School Assessment Provisions 2017*.

(3) If special consideration or special arrangements are sought, the student must make the necessary application in accordance with the *Coursework Policy 2014*.
   (a) Student Administration Services will process each application in accordance with the *Coursework Policy 2014* and the *Assessment Procedures 2011*.

   Note: See the *Special consideration and arrangements website*.

5 Notification of absences

(1) Students must notify staff of absences as soon as possible, and preferably well in advance.

(2) A student who is unable to attend any rostered clinical session for any reason must, on or before the date of absence:
   (a) contact the School Education Support Officer;
   (b) notify the clinic; and
   (c) follow any placement site requirements.
(3) A student who is absent from a required learning activity for a period of three consecutive days, or days in close succession, must:

(a) notify the School Education Support Officer as soon as practicable and no later than five working days after the last date of the absence; and

(b) arrange to meet with the coordinator to discuss the absence.

Note: See the Coursework Policy 2014 and Assessment Procedures 2011.

(4) All absences will be counted towards a student’s 90% attendance requirement.

Note: See clause 4.

(5) Students who fail to attend a required learning activity will be recorded as absent.

(6) At its discretion, the SDS may provide catch-up activities for students who are absent.

(a) If a student attends catch-up activities, the record of the original absence will still be retained.

(7) Students who fail to notify their absence according to these provisions will constitute a breach of the Faculty of Medicine and Health Professionalism Requirements Provisions 2019 and will be dealt with under the Faculty of Medicine and Health – Professionalism Provisions 2019.

NOTES

Faculty of Medicine and Health - Sydney Dental School Attendance Provisions 2021

Date adopted: 1 May 2021
Date commenced: 1 July 2021
Approved by: Professor Robyn Ward, Executive Dean, Faculty of Medicine and Health

Signature:

Review date: 1 July 2026

Rescinded documents: Faculty of Medicine and Health – Sydney Dental School Attendance Provisions 2020

Related documents: List here documents related to the provisions, in the following order.

University of Sydney (Student Appeals Against Academic Decisions) Rule 2006

University of Sydney (Coursework) Rule 2014

Coursework Policy 2014.
Assessment Procedures 2011

Faculty of Medicine and Health - Sydney Dental School – Assessment Provisions 2017

Faculty of Medicine and Health – Professionalism Provisions 2019

Faculty of Medicine and Health – Professionalism Requirements Provisions 2019

**AMENDMENT HISTORY**

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